

RKC User Guide

RKC related information is found using either the RKC [Search](#), [Browse](#), or [What's New](#) functions. Results from using these functions will provide an information listing. Currently the information in RKC is only documents. Initial document results listing gives basic information about each document (document #, title, author(s), publication date) as well as links to view the document abstract or view/download the electronic document if available. PDF is the standard electronic document format used in RKC and this requires an Adobe Acrobat reader (or equivalent) for viewing that is a computer plug-in preinstalled on many computers. If the computer plug-in is not installed it can be added by downloading from <http://www.adobe.com/prodindex/acrobat/readstep.html> for various computer platforms.

Home

Home is the default page of the Retrieval Knowledge Center (RKC) located at <http://rkc.pnl.gov/>. The navigation bar at the top and bottom of the page is provided on each RKC web page to allow quick navigation to key areas of the site. The browser's BACK button feature can be used to return to previous pages.

Search

Searching for information is the most powerful feature of this website. See Search [HELP](#) for searching details.

Basic Search – Searches across all available data fields including bibliographic data.

Field Search – Searches across specific data fields. Multiple data fields can be specified to refine search. Use the RESET FORM button to set values back to their default values as when first starting the search.

Browse

Browse the information available in RKC. Currently all documents in RKC are tagged as "Retrieval" so RKC uses this technology word to provide the full listing of all RKC documents. To see the newest dated documents in RKC, use the sort feature and sort by date descending.

Submit Info

Use the Submit Info link when submitting information for inclusion into RKC.

Note: All information submitted for RKC public website display must be approved for public release and includes electronic files, meta data, and similar information. Copyrighted or other similar protected information may be displayed publically on RKC website if sufficient release information from the protected information is given for RKC use.

Document Submittal

Document information displayed on the RKC public website must be publically released and this includes electronic document files as well as associated document data (abstracts, etc.). Information about the document submitter is required and used only for document submittal verification that may include public release questions, submittal errors, omissions, etc. Document information is collected (Title, Author, Publication Date, Document Number, etc.) and any related document categorization information (Related Sites, Technologies, Program/Project, etc.) In the final step, the document submitter is given the opportunity to upload the electronic version of the document to the RKC server and/or provide a web link to the document. Electronic .pdf (portable document format) is the standard format used by RKC however submittal in other electronic formats is acceptable. Documents submitted in non-PDF format will be converted to PDF format for RKC display. If only a hardcopy document is available provisions need to be made to scan the document to PDF. For questions related to document submittals or for help with hard copy document conversion to PDF contact the RKCDocmaster@pnl.gov.

New User

Creating a user account is free and as a registered user you get the following additional features:

- User's recently viewed Documents
- User can save Documents of importance to a favorites section for viewing at a later date *(To save a document into the favorites section, just select the yellow star to the right of the document title and the document will be added to the user's favorites section. To remove a document from the favorite's sections just click on the yellow star to the right of the document title to deselect it, and it will be removed from the user's favorites section).*
- User can save searches for future reference

Login

Once a user has created a free account they can login with their created user name and password to gain access to the added features listed above.

What's New

What's New lists the latest 50 documents that have been added to the RKC, which is not necessary the newest dated documents in RKC.

Security & Privacy

Information related to RKC website security and privacy policies.

Comments/Questions about the Page

Use this link for all interactions (comments, question, web page errors, etc.). Your interactions are welcomed as they are used to help to improve the RKC web site functionality and content.

Site Info

This links provides quick navigation to all the features on the RKC site.